

**Minutes of DDS Board Meeting
October 11, 2006
Conyers Headquarters**

Present

Trummie Patrick, Chairman
Billy Fortson, Secretary
Doug Chalmers, Vice Chairman
Kelly Gay
Linda Evans
Susan Gordy

Not in Attendance

Patrick McGahan
David Hanna

Also present was Joseph Drolet of the Attorney General's Office.

Chairman Patrick called the meeting to order at 9:10 a.m. at which time a quorum was established.

Approval of Minutes from September 13 Board Meeting

After review of the minutes from the September 13, 2006 Board meeting, Chairman Patrick called for a motion. Billy Fortson motioned to approve the minutes as presented; Linda Evans seconded the motion with unanimous approval by the remaining Board members. A copy of the minutes from the September meeting is attached as a permanent record to these minutes.

Commissioner's Report

Commissioner Dozier called the Board's attention to one of the items included in their meeting materials. He stated that to kick-off October, which is Customer Service month, each employee was presented with a personal note from him reiterating the importance of the month in carrying out the agency mission statement as well as the C.A.R.E. model values; and attached to the note was a pin with the new State of Georgia logo. He also indicated that some magnets have been purchased to help promote the on-line web-site services that will be handed out to customers at the service centers.

Budget and Grant Update – Cathy Malone, CFO, reviewed the budget update as of August 30, 2006. The overall target spent for the first two months is 17%, and DDS is currently at 17.25% which is somewhat skewed by the real estate rents and total drivers license processing budget at the beginning of the fiscal year since totals for the upcoming year are already known. She concluded by saying the agency's numbers are very good and on target for this time of the fiscal year.

Michele Jordan, Budget Manager explained that DDS received three federal grants through Federal Motor Carrier Safety Association (FMCSA) in September: \$122,135 for Judicial Outreach; \$139,540 for additional monitoring of state and third party CDL examiners; and \$267,000 to hire contractors to rewrite the Commercial Drivers License Information System (CDLIS). DDS is also has been awarded a \$233,000 grant from the Governor's Office of Highway Safety and is awaiting a \$179,000 renewal grant for the Alcohol Drug Awareness Program (ADAP) to provide teens with information on alcohol/traffic safety, effects of drugs, laws for drivers under 21, improve program curriculum and printing of ADAP manuals and workbooks.

In summary, Commissioner Dozier stated that this grant funding will help DDS get the message out to courts about electronic submission of citations and help them get on-line. Also, ADAP Program instructors were previously issued a paper booklet for training purposes; however, this grant will fund the development of a CD-ROM to be used as an educational tool to help instructors prepare for the class. The CDL grants were open for all states to apply, and Georgia is very proud to be one of the states that received this grant with the help of our Federal Partner, Tom Marlow of the Federal Motor Carrier Safety Association.

Driver Education Commission Update – Commission Dozier reminded the Board the Commission's authority is to oversee policy and recommendations as well as funding of the Driver's Education Program and to determine options that can be offered for driver ed training that are accessible, affordable and effective. The Commission has approved as of January 1, 2007, for sixteen years old to get their drivers license, they must complete the traditional 30 hour classroom and 6 hour behind the wheel program whether it be from a DDS approved drivers ed school or high school. They can also take a virtual classroom program which has been set up with safe guards and security questions to ensure someone else is not taking the class for the student. Also, to complete the behind the wheel requirement, the Commission has approved the Parent Taught Program which is modeled after a successful program currently being used in Virginia. It is a 40-hour program with ten components that requires the parent to sign off on approximately thirty items on each component, certifying that their child is proficient in such things as taking a curve at a certain speed, stopping quickly, etc. DDS is developing a Parent Taught guide to assist them in teaching their child correctly. There are also many groups and foundations such as Safe America and the Joshua Brown Foundation that will be offering drivers ed programs.

The funding, established by a surcharge that was added to all traffic citations issued in Georgia, will sunset after three years and the Commission will need to determine the best way to best utilize the funding. The first year 5.7 million was collected and it is expected to collect 7-8 million this coming year. Although that sounds like a lot of money, North Carolina spent around 33 million dollars to put drivers ed in every high school.

Maria Dorough stated the Web Interface System being established for tracking driver education will be available January 1, 2007. Student information will be entered directly from the driver training programs and linked to existing DDS driving records. This database will generate either a certificate of completion for the full 30/6 program or a limited certificate for programs offering less such as: virtual, classroom or behind the wheel. It will also be able to generate reports by numerous statistical variables.

Ms. Dorough reviewed the Educational Plan: a letter and brochure will be sent to approximately 239,000 fifteen and sixteen year olds in the state explaining the program requirements; AAA Foundation is publishing an article in their magazine which has 600,000 subscribers. Information will also be provided to all high school and junior high schools, independent school, Home School Association, Licensed Driver Training Schools, PTAs, judicial courts, Chambers of Commerce, County Commissioners, County Tax Commissioners and others.

Les Hammond reviewed the \$440,340 Education Plan budget approved by the Commission to cover: printing costs; postage; on-line advertising; the website development and maintenance.

Commissioner Dozier stated the biggest hurdle now is to get the information out to the teenagers, which is why it was felt the direct mailing would be the best way to make sure they got the information first hand; and the website will also be a very reliable source of information.

Web Services Overview – Don Spaller, who is over the IT web-development group, reviewed recent web initiatives that have been added to the DDS website such as: monthly website activity; updated DDS Board information to include the dates of the scheduled Board meetings, and approved meeting minutes; addition of a drivers license fraud link; reservation status; school reporting of Alcohol & Drug Awareness Program (ADAP).

HQ Driver License Reorganization – Alan Watson, Director of Customer Service Licensing and Records, reviewed the handout explaining the implementation of the HQ Drivers License Reorganization and the process used for assigning staff to their new positions. The initial goal was to develop internal efficiencies by better utilizing staff to update driver records more quickly without having to add staff and increase cost. The second goal was to improve the job for the staff by eliminating unnecessary steps in their job processes which would allow them to expand their jobs to provide future opportunities. As of August 31, 2006, all affected staff has successfully transitioned into their new positions. In conclusion, Mr. Watson stated the current status since this reorganization is: citations are being processed within 10 days of receipt; some backlogs have been totally eliminated and others are in the process of being eliminated and will be completed by 1/31/07; enhancements have been made to the mail room and validation team; and many improvements have been made to the contact center resulting in enhance customer service.

Review and Approval of Final Rule Change

Jennifer Ammons, General Counsel reviewed 375-3-3-.04, Departmental Hearings. The purpose of the proposed amendment is to modify existing regulation to clarify the procedure for cases involving license suspensions imposed pursuant to O.C.G.A §40-5-22 where a child has a license suspension due to a school withdrawal, excessive school absences or conduct. Ms. Ammons indicated that there were no comments at the public hearing.

Chairman Patrick called for a motion. Kelly Gay motioned to approve for final adoption; Doug Chalmers seconded with unanimous approval by the remaining Board members.

Old/New Business

Chairman Patrick asked if there was any old or new business to discuss. Since there was not, he reminded the Board that the next scheduled Board meeting is Wednesday, November 8 at 9:00 AM.

Adjourn

Mr. Patrick called for a motion to adjourn. Linda Evans so motioned; Billy Fortson seconded with unanimous approval by the remaining Board members.

Respectfully submitted,

William D. Fortson, Jr., Secretary